



# ASSISTANT CHIEF, CHP

## PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE	<p><b>July 1, 2010</b></p> <p>Applications (STD. 678, Rev. 8-09) must be <b>POSTMARKED</b> no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.</p> <p><b>Submit applications to:</b></p> <p>California Highway Patrol Selection Standards and Examinations Unit P. O. Box 942898 Sacramento, CA 94298-0001</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 on the application. You will be contacted to make specific arrangements.</p> <p><b>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</b></p>
ASSESSMENT CENTER DATES	<p>August 9, 2010 through August 13, 2010.</p>
SALARY RANGE	<p>\$12,842 - \$14,443</p>
COMPETITION LIMITED TO STATE EMPLOYEES	<p>Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date in order to take this examination.</p>
ELIGIBLE LIST INFORMATION	<p>A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.</p> <p><b>VEHICLE CODE SECTION 2251:</b> "All promotions to the classifications of Deputy Chief, Assistant Chief, Captain, Lieutenant, and Sergeant shall be made from promotional eligible lists resulting from promotional examination of persons in the next lower classification."</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p><b>NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.</b></p> <p>One year of experience performing the duties of a Captain, CHP, in the Department of California Highway Patrol.</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Honesty, integrity, professional demeanor, and personal appearance commensurate with departmental policy.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Academic education beyond the twelfth grade. A combination of staff and field experience at the Division or headquarters level that demonstrates the ability to assume increasing responsibility.</p>
THE POSITION	<p>An Assistant Chief, CHP, assists in planning, organizing, and directing the activities of the Department of California Highway Patrol in a major geographical location or headquarters Division; or is in charge of a major staff function; and performs other related duties.</p> <p>Departmental policy requires that appointees in the classifications of Captain, CHP, and above, and Lieutenant, CHP, who are commanders, are to remain a minimum of one year in a newly assigned location whether the assignment is a result of a transfer or promotional appointment. Exceptions to this policy may be made if in the best interest of the Department.</p> <p>Positions exist statewide.</p>
EXAMINATION INFORMATION	<p>This examination will consist of an Assessment Center weighted 100%. In order to obtain a position on the eligible list, a minimum overall rating of 70% must be attained. <b>Competitors who do not appear for the Assessment Center will be disqualified.</b></p>

**Assessment Center Only – Weighted 100%**

As part of the assessment center process, competitors will be required to complete a Qualifications Review Questionnaire detailing responses to a standardized set of job-related questions. Immediate supervisors and Division commanders will indicate their concurrence or nonconcurrence regarding the competitor's responses. In addition, competitors will be required to complete a resume indicating their experience and qualifications for the position. **Competitors who do not submit completed Qualifications Review Questionnaires and resumes will be eliminated from the examination.** Each qualified competitor will receive the Qualifications Review Questionnaire, resume format, and relevant deadlines by electronic mail on July 12, 2010.

The assessment center method provides a means of gathering relevant information, under standardized conditions, about a person's capabilities to perform as an Assistant Chief, CHP. Standard assessment exercises, or simulations, are presented to each candidate, who in turn completes each phase of the process in front of assessors or evaluators. The exercises are developed to allow the candidate to demonstrate the skills found to be necessary for success in the Assistant Chief, CHP, classification, such as skill level in leadership, problem solving, interpersonal relations, oral communication, and/or managerial competencies. Each of the responses the candidate makes and the behaviors demonstrated in handling the exercises will be documented and evaluated according to a specific set of scoring criteria.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**Scope:**

- A. Knowledge of:
  - 1. Departmental policies and procedures.
  - 2. A variety of current management principles, techniques, and trends.
  - 3. Departmental programs.
  - 4. Changes in law affecting departmental operations.
  - 5. Departmental goals and objectives.
  - 6. CHP organizational structure.
  - 7. The General Orders.
  - 8. Personnel and equipment resources within Area commands.
  - 9. Equal Employment Opportunity regulations.
  - 10. Legal, economic, and other political parameters of mutual aid costs involved in departmental programs, departmental manuals, and publications.
  
- B. Ability to:
  - 1. Exercise sound judgment and justify decisions.
  - 2. Make thorough and accurate analysis of given situations or data and take appropriate courses of action.
  - 3. Reason objectively.
  - 4. Effectively communicate with subordinates in unpleasant situations and carry out action as needed.
  - 5. Motivate subordinates to support new ideas, programs, procedures, and policies.
  - 6. Accomplish goals through others.
  - 7. Establish effective relationships with peers, superiors, and subordinates.
  - 8. Exercise tact in interpersonal relations.
  - 9. Effectively utilize time management techniques.
  - 10. Determine when to delegate.
  - 11. Adapt to and carry out requests and ideas of superiors.
  - 12. Present ideas and communicate orally.
  - 13. Visualize the implications of an action beyond the immediate benefit.
  - 14. Recognize the needs of nonuniformed personnel.
  - 15. Listen attentively.
  - 16. Select and apply appropriate management principles and techniques to fit a variety of situations.
  - 17. Quickly adapt to a variety of people and situations.
  - 18. Interpret, implement, and administer complex laws and policies.
  - 19. Speak effectively in public.

SENIORITY CREDITS

As provided in Government Code Section 18954, successful competitors will be granted additional credit for merit, efficiency, and fitness of one-quarter of a point for each year served in the grade next lower than that for this examination.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

**GENERAL INFORMATION**

It is the competitor’s responsibility to contact the California Highway Patrol, Examination Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor’s notice of Assessment Center fails to reach him/her prior to the day of the Assessment Center due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 8-09) for promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Assessment Center Location:** The Assessment Center will be scheduled in Sacramento.

Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.